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Keynote Address by John W. Carlin

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Thank you, Fynnette, and good morning.

After nearly a year as Archivist of the United States, I still may be presumptuous to call myself your fellow archivist and records manager. But if bumps and bruises from running up against the problems of this business are any qualification, I can sure claim a place at the table. Before this, I thought my previous jobs, such as running a dairy farm and being a state governor, were hard work. But dealing with livestock and legislators, all you have to worry about are things like various forms of Mad Cow Disease. Records are something else. They seem to proliferate uncontrollably, attract controversy continuously, and require resources inexhaustibly.

Well, having said that, let me quickly add that I didn't come here to seek sympathy or describe our mutual difficulties. I've come for reasons entirely different. I welcomed this invitation because I want to stay in touch with people in archives and records management at all levels and in all parts of the country. Last month I was in Georgia; next month I'll be in Utah, speaking to other professionals like yourselves. For those of you who deal with state and local issues I have a particular interest, because that's my own background as a former governor, state legislator, and community leader. But most of all I'm here to make the argument that whether you're at a small, local repository or the National Archives and Records Administration, we're all involved in work of national importance. I may have discovered since coming to NARA that the records business is tougher than I thought. But I've also discovered that it's even more important than I thought. I've come to understand that you and I are involved in something that is critical for the future of democracy in this country. And our role is particularly significant right now, as we head into the next century, and so many Americans are so skeptical about their institutions.

Records management is critical, of course, for government and other organizations to function efficiently. Nobody knows that better than you do. If institutions don't keep proper records to begin with, and don't organize them for easy access, they can't keep track of themselves, let alone meet public requirements. But that's true for organizations and governments of any kind, and in any country. What I want to talk about today is what records really mean to a free people in an open society.

All of you remember the Persian Gulf War a few years ago, in which we rolled back Iraq's attempt to take over the country of Kuwait. Nobody paid much attention at the time, because other elements of the conflict seemed more important, but one of the United Nations resolutions that led to the Gulf War was a condemnation of attempts by Iraq and I quote "to destroy the civil records maintained by the legitimate Government of Kuwait." In other words, we went to war to preserve records as well as borders.

Why? Because such records document the legitimacy of governments. And such records document whatever legal standing their citizens have. However democratic or undemocratic Kuwait itself may have been, Saddam Hussein certainly understood that getting rid of records makes it a lot easier to end a nation's independence and subjugate its citizens. I'm not sure we in America always understand the role of records in legitimizing identities and liberties as well as he did.

However, records undergird not only the legitimacy of government but also its accountability. I'm talking about day to day accountability, such as the minutes of meetings and the recording of votes may provide, but also longer term. Let me explain with another specific.

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In April I was able to announce an agreement that pleases me as much as anything that has occurred since I became head of the National Archives and Records Administration. You all remember the famous Nixon White House tapes that played a critical role in the Watergate investigations—recordings that former President Nixon made secretly of conversations in the White House in the two years prior to his resignation. By law, NARA is charged to review these tapes and open the portions that the public is entitled to hear. But the release of Nixon tape segments, except for a very few, has been tied up in legal disputes for years.

Last month we broke through that barrier. I reached an agreement with representatives of the Nixon estate and other parties that will accelerate release of taped material. There still is a process to go through. But as early as next November, the public could at last have an opportunity to assess President Nixon's Administration on the basis of his own recorded as well as written words and those of his associates. The assessment will illuminate not just the achievements or failures of his particular presidency. The assessment will illuminate issues of appropriate conduct for government officials in a democracy.

The Nixon case is a dramatic example of the value of records for evaluating the conduct of public officials. But the point applies to all levels of government and all types of institutions. I didn't make secret tape recordings in the governor's mansion during my eight years of administering the State of Kansas. But my papers as governor are open in the Kansas State Archives right now so that future policy makers can understand past policy, and anyone interested can assess what I did. The same with city officials, county officials, court officials accessible records are essential for accessible government at every level in our democracy. And accessible records are what records managers and archivists provide.

The need for analysis of actions, whether it's the actions of public officials or private citizens and thus the need for accessible records, is ongoing. That's because the ultimate evaluator of us all is History. Informed citizens need to make judgments in the broader light of historical perspective. They need a continuing analysis of the nation's experience as a whole. That requires dependable records. Historians don't just make up what happened. Well, anyway, they shouldn't. Every statement in the history textbooks our children study is at least theoretically traceable to some piece of documentary evidence, something that some scholar cites to substantiate what he or she writes. In our society, today's records are the foundation of tomorrow's history. And in our democracy, today's assessments are the foundation of tomorrow's judgments.

Well, that's all very nice, you say. But how can archivists and records managers pretend to such an exalted role when records are growing and our budgets are not? I hear you; I, too, am in that boat. And the truth is that we can't provide the service citizens need and continue to operate just as we are. At least the National Archives and Records Administration can't.

In addition to our central National Archives facilities in downtown Washington and right here in College Park, NARA operates thirteen regional archives, fifteen federal records centers, two Presidential papers projects, and nine Presidential libraries. We also publish the Federal Register, maintain the Center for Legislative Archives,

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oversee the Information Security Oversight Office, make grants through the National Historical Publications and Records Commission, and annually host at least 2.65 million visitors to the Charters of Freedom and other exhibits of documentary treasures in our downtown rotunda, Presidential libraries, and other facilities. The costs of just the buildings for all that, not of programs and personnel, are eating up our budget. The expenses of nothing more than paying rents and mortgages, and of repairing and cleaning space, account for 47 percent nearly half of our proposed budget for the coming fiscal year. And I fear that percentage is on the rise.

Despite the increasing proportion of our budget that we spend on space, the volume of records with which NARA must cope is growing even faster. With a small staff of appraisal archivists, we try to help 173 government departments, agencies, offices, and boards manage and schedule their records. NARA currently holds more than 20 million cubic feet of records produced by those agencies. Those holdings have grown by no less than one-third just in the past decade. In our records centers and archives combined, we have been taking in a net average of one-half-million cubic feet a year, mostly of paper records.

On top of all the paper, we're also trying to cope with growing quantities of computer-generated records, ranging from millions of e-mail messages to vast scientific databases, all of which require new methods for appraisal, preservation, and public access. I'm talking about the more than 5,000 magnetic tapes and hard disks made by the Executive Office of the President and the National Security Council under Presidents Bush and Reagan. I'm also talking about the creation by Federal agencies of more than 9,000 major electronic databases, many of which cannot simply be "printed out," but must be electronically maintained to preserve their usefulness. Electronic maintenance means preventing inadvertent deletion of such data, transferring it from deteriorating tapes and disks, and making it accessible without keeping all the obsolescent hardware and software on which it was originally created. We're making progress, but these problems are costly to overcome.

The current shrinking of the government is actually making our job larger. That's because as agencies streamline, programs end, and military bases close, their accumulated records wind up on our doorstep, or go out with the trash if we can't get there first. At the same time we're trying to carry out legislative mandates to accelerate public release of Kennedy assassination documents and records subject to bulk declassification, as well as the Nixon tapes.

That's our situation, and to me, the conclusion is clear. If we go on just as we are, we'll be unable to keep up with new records or even provide access to those we have. The alternative is to clarify our mission, sharpen our priorities, impose cost controls, and rethink the way we operate, with the intent of concentrating on those services that will best serve democracy and help restore public faith in open government.

I'm pleased to say that, at NARA, that re-thinking already has begun. I've organized a leadership team to put together, in consultation with staff at all levels and with our customers, a strategic plan, starting with a clear statement of NARA's mission, vision, and values. Here's what we've decided about strategic directions so far, and I'm going to quote:

"The National Archives is not a dusty hoard of ancient history. It is a public trust on which our democracy depends. It enables people to inspect for themselves the record of what government has done. It enables officials and agencies to review their actions, and helps citizens hold them accountable. It ensures continuing access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience."

By the documentation of citizens' rights we mean "providing access to evidence that enables them to establish their identities, protect their rights, and claim their entitlements." By the documentation of official actions we mean "providing access to evidence that enables federal officials to explain

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Of Mailing Times and Deadlines

For about a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

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past decisions, to inform future policy, and to be accountable for consequences." By the documentation of the national experience, we mean "providing access to evidence that enables a wide range of researchers to assess the effects of federal actions."

Accordingly, we have defined our fundamental mission as this: "to ensure, for the citizen and the public servant, for the President and the Congress and the Courts, ready access to essential evidence," of the kind I've just described.

We've also declared that, to be effective in that mission, NARA must do the following:

"We must determine what evidence is essential for such documentation, ensure that government creates such evidence, and make it easy for users to access that evidence regardless of where it is, and where they are, for as long as needed. We must find technologies, techniques, and partners world-wide that can help improve service and hold down cost. And we must help staff members continuously expand their capability to make the changes necessary to realize the vision."

Now then, these are general statements of principle. But they set directions. And we're working right now to turn them into a specific operational plan with priorities for the allocation of our human and financial resources. Before the end of this coming summer, I expect to have this plan ready for use. And I will use it. I'm not going to put it in fancy covers, send it to the Congress with a declaration that we've done a wonderful job of complying with the Government Performance and Results Act, and forget about it. I'm going to use its priorities to make decisions, select options, and allocate resources.

When I quoted from our new strategic directions statement, you heard the word "partnerships" in it. That was not mere rhetoric. That's an essential element, because NARA cannot simply go its way, and you yours. As new technologies pose records storage and appraisal problems, we must collectively find ways to solve them, recognizing that none of us can afford to invent individual wheels. As new technologies offer records preservation and access opportunities, we must share our experiments in exploiting them, including mistakes from which to teach each other. As collaborative opportunities for dealing with records appear, we must seize them to mutual advantage. I don't yet know exactly what new collaborations our plan will propose. That will ultimately depend as much on you and your perceptions of need as on NARA's and mine. But I do know that we'll be looking for mutually advantageous undertakings.

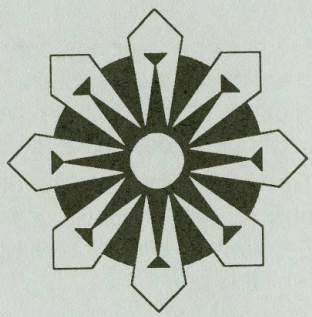
We'll be doing that, however, not just because of the advantages of partnerships for improving techniques and saving money. We're also partners in purpose. And the purpose is the one with which I began: to make readily accessible the records on which our democracy and its citizens depend.

The fact is that there are two National Archives and Records Administrations, and the country needs both of them. That concept comes to me from Richard Cameron, who is known to some of you as a staff member of the NHPRC. By statute, as Archivist of the United States, I chair the NHPRC, which makes grants for the preservation and publication of records of historical importance. An NHPRC grant has funded a new study, about to be issued by the Council of State Historical Records Coordinators, of archives and records programs within the states. Let me share with you some statements from a draft prepared for that study:

"The states and the federal government share stewardship for the records of our nation that have enduring value. I may be a resident of Virginia, but my American citizenship may be documented by a birth certificate in Pennsylvania" (actually in my case in Kansas), "or a court decree in California. Records created and maintained within each state are important to individuals and institutions nationwide. It is possible to look at these records as our nation's 'other' National Archives. Collectively, the states' archives represent a resource as important to our national history as the National Archives. The states and territories currently hold 1.77 million cubic feet, an amount comparable to the 1.8 million cubic feet within the National Archives. The overall rate of growth for all state archives in paper holdings of 100,000 cubic feet per year is roughly comparable to the annual growth rate in NARA's paper holdings. Together, archives and records administrators at all levels of government can face the national challenge presented by rapid changes in recordkeeping and technology and work together toward common solutions. Citizens in every state and territory of the Union have a stake in their success." Close quote.

With that, I close my argument. Whether at the local, state, or federal level, all of us are helping governments and other organizations manage records that are collectively nationally significant records of use to document identities and liberties, to evaluate institutional actions, and to analyze history. Democracy needs these records; public faith in democratic institutions requires keeping them accessible. My National Archives and Records Administration looks forward to re-focusing itself upon that kind of service. I look forward to working with your National Archives and Records Administration to achieve it.

Thank you very much.



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State & Local News

DE

Hagley Museum and Library Recent Acquisition

The Hagley Museum and Library in Wilmington, Delaware recently acquired the papers of Irv Koons, a prominent American product and package designer. His clients have included Clairol-Bristol Myers, General Foods, Mobil Chemical, Gillette, Johnson & Johnson, Nabisco, Schick, and Revlon. The papers date from the early 1950s through the 1980s and include business records as well as original drawings, preliminary design comprehensive drawings, mock-ups, three dimensional models, final product samples, and over 7,000 slides documenting the many projects of his career. The Koons collection is being processed and will be open for research in early 1997.

★★★

The Hagley Museum and Library will sponsor a symposium entitled "Conceptualizing Gender in American Business History" on November 8, 1996. Guest speakers will be Wendy Gamber (Indiana University): The Nineteenth Century, Kathy Peiss (University of Massachusetts - Amherst): The Twentieth Century, and Joan Scott (Institute for Advanced Study, Princeton): Response. For more information contact: Center for the History of Business, Technology, and Society. Hagley Museum and Library P.O. Box 3630, Wilmington, DE 19807-0630. Phone (302) 658-2400 ext. 243, FAX (302) 655-3188, E-Mail crl@udel.edu

★★★

The Delaware Public Archives is the new name for the Bureau of Archives and Records Management. The new name emphasizes the agency's role in servicing all records in the state, county, or local.

MD

The Howard County Maryland Historical and Cultural Alliance will sponsor this year's Maryland Small Museum Summer Conference on July 24, 1996. The conference will feature morning lectures on the theme "Interpreting Black History" and afternoon tours of historic and cultural sites in Howard County. All Alliance member organizations will be open free of charge to conference attendees. The Alliance was formed in 1995 to promote the awareness of Howard County's historical and cultural resources and to encourage cooperation between the institutions administering those resources. Member institutions include the Columbia Welcome Center and Archives, the Howard County Center of African American Culture, the Patapsco Female Institute Historic Park, the Maryland Museum of African Art, the Central Maryland Chapter of the African American Historical and Genealogical Society, and the Museum and Library of the Howard County Historical Society.

For further information about the Alliance or the conference contact the Howard County Historical and Cultural Alliance at 4634 Smokey Wreath Way, Ellicott City MD, or E-Mail mkmannix@welchlink.welch.jhu.edu

★★★

The Ferdinand Hamburger, Jr. Archives of the Johns Hopkins University shifted a major portion of its holdings to an off-campus warehouse in December 1995. This space will house little used books as well as archival and manuscript materials. Since previous storage facilities required a twenty four hour retrieval time, the new storage plan imposes no additional hardship on patrons, who are urged as before to call before visiting. The University is currently exploring the idea of renting space in this warehouse to other repositories in the Baltimore area. If other repositories are considering using such storage, and wish to exchange information or concerns please contact James Stimpert at 410-516-8323 or by E-Mail <james.simpert@jhu.edu>

★★★

The student archivists at Maryland (SAM) have a new World Wide Web location. Come check it out at http://www.glue.umd.edu~clissam/sam.htm

NY

May 12, 1996 marked the first anniversary of the opening of the Town Clerk's Archives of the Town of Huntington, New York. The purpose of the Archives is to collect, preserve, and provide access to the official records of the town. The archives houses over 1600 feet of documents, including some of the oldest documents in New York. Among the collection is an original Indian deed (the First Purchase) dating to 1653 and the original Nichols Patent to the Town dating to 1666. The archives produced "The Guide to the Archival Records and Manuscripts of the Town of Huntington" which was a second place recipient of the 1995 MARAC award. Jo-Ann Raia is the town clerk and records management officer and Antonia S. Mattheou is the archivist. For more information on the archives please contact them at 516-351-3035.

★★★

The State Archives and Records Administration (SARA) has issued the*1996 Retention and Disposition Schedule For Election Records* to County Boards of Elections around the State. The purpose of the schedule is to provide County Board of Elections with uniform guidelines for the retention and disposition of records. Copies have been sent to all county records management officers. Copies may be obtained from the State Archives and Records Administration, State Government Records Advisory Services, 9B74 Cultural Education Center, Albany NY 12230.

★★★

The celebration of New York Archives Week from 1996 to 2000 will take place on the following dates:

October 13-19, 1996, October 12-18, 1997, October 11-17, 1998, October 10-16, 1999, October 8-14, 2000.

PA

The Pennsylvania State Archives has joined other archival repositories by having a presence on the Internet. Through the Governor's home page, the State Archives was able to put information about its programs and offerings on the World Wide Web. Some of the narratives on the page include general information about archives collections, hours of operation, local records services, state records services, the state records center, micrographics services, and land records. The newest addition to the page is a list of the record group series titles which updates the Pennsylvania Historical and Museum Commission Publication *Guide to the Records Groups in the Pennsylvania State Archives*. Access the State Archives is via http://www. state.pa.us/PA_Exec/ Historical_Museum/DAM/ Access to the Division of Archival and Records management Services is via http:// www.state.pa.us/PA_Exec/ Historical_Museum/DARMS/

VA

Linda Angle Miller, the new MARAC Virginia Caucus representative proclaims "Yes, Virginia," there is life west of Charlottesville! Please feel free to contact her regarding any MARAC concerns so she can share the news.

She can be reached at Roanoke College Archives, Salem VA 24153-3794.
Phone: (540) 375-2490.
Fax: (540) 375-2083.
E-Mail: LMiller@acc.Roanoke.edu

★★★

The Library of Virginia will be moving to its new facility in late 1996 and has curtailed some of its services including picture orders, written and telephone research requests, interlibrary loan requests, material checkout and renewal. Access to collections will be limited as of August 2 with services scheduled to resume December. Reading rooms will remain open as long as possible. After July 1 call their toll free number for progress updates at 1-888-LVA-1996 (local residents should use 786-2305) or check the Library's Home Page http:// leo.vsla.edu/lva/lva.html.

★★★

The College of William and Mary has just received a massive collection of books papers, memorabilia, furniture, and sculpture which belonged to the late Supreme Court Chief Justice Warren Burger. Burger was a former chancellor of William and Mary.

★★★

The Virginia Historical Society has received a grant from Roller-Bottimore to produce a guide to its Civil War materials. Archivist Graham Dozier will be heading the two year project.

★★★

The University of Virginia has been selected as a participant in the American Heritage Virtual Archive Project funded by NEH. The university will join with UC-Berkeley (the main sponsor), Stanford, and Duke to integrate hundreds of finding aids on American culture and history and make them available on the Internet.

★★★

University of Virginia Special Collections has been awarded a grant to digitize the archives of Holsinger Photographic studio. The nearly 5000 photographs, including many glass plate negatives, record the Charlottesville area from the late 19th to the mid-20th centuries.

★★★

The Southern Working Group on subject access has completed its *SubjectSouth Project*, a proposed list of terms for Southern History materials. The list is available on the UVa Special Collections Home Page http:/ /www.lib.Virginia.edu/speccol. Click on to "Technical Services" and then "SubjectSouth Project."

★★★

The George R. Wallace Foundation has awarded the University Libraries of Virginia Tech a grant of $300,000 in support of an endowment and acquisitions support for Special Collections. A third of the grant is for purchase of important Civil War documents and other materials. The remaining funds will create an endowment to support the preservation of historical documents and to provide for electronic access to scholars.

MARAC NEWS

MARAC Membership Application

Dues Year – October 1st - September 30th

☐ **Regular $15.00** ☐ **Student/Retired $5.00**

Name: _____

Address: _____

_____

City: _____

State: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-Mail: _____

Institution: _____

State Caucus Preference:

☐ DE ☐ DC ☐ MD ☐ NJ ☐ NY ☐ PA ☐ VA ☐ WV

To belong to additional State Caucuses, indicate which one(s) and add $1.00 each to your dues payment.

May we include your name and address (only) on a MARAC mailing list for distribution?

☐ Yes ☐ No

Please check the category(ies) which best describe(s) your archives:

☐ College/University ☐ Museum ☐ Religious
☐ Corporate ☐ Federal Archives ☐ State/Local Government
☐ Historical Society ☐ Professional Society, Institute ☐ Other: _____

Please check the committee(s) on which you are willing to serve:

☐ Arline Custer Award ☐ Finding Aids Award ☐ Membership
☐ Program ☐ Education ☐ Local Arrangements
☐ Nominations ☐ Publications ☐ Finance
☐ Meetings Coordinating ☐ Outreach ☐ Service Award

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MARAC World Wide Web Site

Look for the new MARAC World Wide Web pages on the University of Maryland Server. Its http://www.itd.umd.edu/MARAC/marac-hp.htm. Developed by Sue Hamburger and Jennie Diaz Guilbaud with the assistance of the Publications Committee, the website contains a wealth of information about MARAC including its organizational structure, awards, calendar of events, committees and their members, conference schedules, constitution and bylaws, MARAC archives, membership application, mentoring program, outreach brochures, publications, scholarships, and links to Archives Week, the T-shirt, archival institutions in the region, and other archival organizations.

The website is meant to be a dynamic instrument with constant updating and additional pages created as needed. The Publications Committee will be responsible for maintaining the currency of the website. Contact Sue Hamburger with any additions, corrections, or deletions.

For the MARAC Calendar of Events, please phone (814/865-2067), FAX (814/863-5775), or e-mail (sxh@psulias.psu.edu) Sue Hamburger to have your MARAC-related date added to the calendar. Dates already noted include the deadline for submission to the Mid-Atlantic Archivist, semi-annual conference dates, winter and summer Steering Committee meetings, Archives Week, membership renewal, election balloting, and deadline for submission of applications for the scholarships. Dates needed include deadlines for submission for finding aid and Custer awards, conference registrations, non-conference committee meeting dates (where applicable), and any other MARAC-related dates we should know about.

★★★

The Outreach Committee has been discussing some ideas for celebrating Archives Week, which will be celebrated this year from October 12-18, 1996. Some of the ideas are

Host a reception to honor archives volunteers and supporters

Have an exhibit at a local shopping mall: have a hands on demonstration of using a quill pen

Mount an exhibit in your department, building, or community

Sponsor a family fair

Book signings with local authors

Display MARAC Poster

Wear your MARAC T-shirt

Distribute free handouts from Gaylord, Hollinger, and others

Prepare a Web Page

Internet - institutions with Internet access can scan in historical photos or specific documents with added text about Archives Week

Publish a profile on archivists in the area newspapers

Present awards to students, researchers, or archivists for the creative use of archival materials.

Star in a program on a local Cable TV show; show treasures from your archives

Take an archivist to lunch

Develop an archives use/materials program that could tour middle schools, high schools, and colleges

Sponsor a workshop on the care of family photographs and documents. You could offer encapsulating while they wait and sell acid-free supplies

Publish newspaper ad copy promoting Archives Week or any other media-type promotion (radio, flyers, etc.)

Work with local organizations to promote their archives.

If you have any other ideas or any questions, contact Rebecca Ebert at (540) 662-9041.

★★★

MARAC has a long history of providing quality education opportunities at its meetings, and has often drawn the presenters for these programs from among the many experienced professionals in its own membership. In the interest of coordinating this practice, the MARAC Education Committee is developing a roster of workshops and leaders. The roster will be made available to Program Committees for planing semi-annual meetings, to Caucus Chairs for planning state level activities, and to other interested persons planning professional programs in our region.

If you would like to be listed as a potential workshop leader, or if you have a workshop you would like listed in the roster, please contact L. Eileen Parris, the Chair of the MARAC Education Committee for information or an application. She can be reached at the Virginia Historical Society, P.O. Box 7311 Richmond VA 23221-0311. Phone (804) 342-9675. FAX (804) 355-2399. E-Mail eparris@leo.vsla.edu

★★★

Meeting Scholarship Announcement

The Mid-Atlantic Regional Archives Conference (MARAC) provides three scholarships of $300.00 each for individuals to attend its semiannual meetings. Funds may be used for conference registration, workshops, meals, and travel expenses. Persons meeting the criteria outlined below are encouraged to apply for funding for the Fall 1996 meeting to be held in Wilmington, Del., November 7-9, 1996.

Applicants must:

1. Be a dues paying member of MARAC and a member of a MARAC state caucus

2. Be a new member of MARAC with a membership of less than two years duration at the time of application

3. Be a new employee (full or part-time) of two years or less in an archival or archives related field, or be currently enrolled as a graduate student (full or part-time) in history or a related field, library science, or archival ad-

Continued on P. 10

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MARAC News

Continued from P. 9

ministration, having taken at least three credit hours in archival studies by the application deadline

4. Be from an institution (if employed) that is unable to provide conference expenses

5. Not have received any MARAC scholarship funds previous to this application

To apply, submit a current resume and a letter in which you outline your compliance with the qualifications above and explain (if employed) your institution's inability to provide conference expenses, list the name, address and phone number of your immediate supervisor or graduate advisor, and include a short statement indicating the benefit you expect to receive from the scholarship.

Applications should be sent to: L. Eileen Parris, Chair, MARAC Education Committee, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311, and must be received by September 1, 1996. Scholarship recipients will receive written notification.

Modern Archives Institute Scholarship

The Mid-Atlantic Regional Archives Conference (MARAC) recently instituted a scholarship program to provide two annual scholarships of $475 to cover tuition for one individual to attend each of the Modern Archives Institutes (winter and summer). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship.

To qualify for this program an individual must meet the following criteria: be a new member in good standing of MARAC, with a membership of less than three years duration at the time of application, and a member of a State Caucus; be a new employee of at least one and no more than five years in an archival or archives related field at the time of application; and not have received any MARAC scholarships prior to this award.

To apply, submit a current resume, a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute, and two letters of recommendation from persons having definite knowledge of the applicants' qualifications.

Scholarship applications should be sent to L. Eileen Parris, Chair, MARAC Education Committee, Virginia Historical Society, P.O. Box 7311, Richmond, VA 23221-0311. Applications for the winter Institute scholarship should be received no later than October 1; recipients will be notified by December 1. Applications for the summer Institute scholarship should be received no later than February 1; recipients will be notified by April 1. **Application is for scholarship only. Applicants must also contact the Modern Archives Institute to reserve space.**

Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the Mid-Atlantic Archivist describing their experiences at the Institute.

★★★

Spring 1996 Meeting Scholarship Recipients

Please join the members of the Education Committee in congratulating the recipients of the Spring 1996 meeting scholarship:

Leslie Fields

B.A., Women's Studies, Smith College, May 1995

Currently enrolled in the Graduate School of Arts and Science, New York University, pursuing an MA in history with a concentration in archival management, and working as an intern at the New York Hospital-Cornell Medical Center Archives. Member, New York Caucus

Katherine R. Perry

B.A., Multi-Disciplinary Studies, North Carolina State University, December 1992 M.S.L.S., University of North Carolina at Chapel Hill, December 1995

Employed by the United States Naval Institute, Annapolis, Md. Member, Maryland and Virginia Caucuses

and the first recipient of the Leonard Rapport Modern Archives Institute scholarship:

Kurt G. F. Helfrich

B.A., Architectural history, University of Virginia, May 1987 MSc, History of Modern Architecture, University College of London, Bartlett School of Architecture and Planning, December 1988

Currently working toward a Ph.D. in American, Modern, and Japanese architectural history, University of Virginia, and employed by the American Architectural Foundation, Washington, D.C., as assistant to the curator of the Prints and Drawings collection.

★★★

MARAC Outreach Committee Fliers

The MARAC Outreach Committee is pleased to announce the availability of two fliers you may obtain in electronic form so they may be customized on your home or office computer and reproduced using your office copier.

Research in Archival Institutions and *Teaching with Primary Documents* are available by sending a blank formatted 3.5 inch floppy disc to: Douglas

McElrath, Marylandia and Rare Books, McKeldin Library, University of Maryland, College Park, MD 20742-7011.

Please specify if you want one or both fliers and indicate your preference for WordPerfect for Windows version 5.2 or 6.1. Your disc will be returned with the flier file(s) on it, a two-sided copy of the flier(s) and instructions on how to customize the fliers to include information about your program or repository. Please send a copy of your customized flier(s) to:

Lauren Brown, MARAC Archivist, Archives and Manuscripts Department, McKeldin Library, University of Maryland, College Park, MD 20742-7011.

Research in Archival Institutions was written for the MARAC Outreach Committee by Paula Nassen Poulos who is an Education Specialist at the National Archives and Records Administration. *Teaching with Primary Documents* was written for the MARAC Outreach Committee by Rick Blondo while he was an Education Specialist at the National Archives. The fliers were introduced for comment at the MARAC meeting in Gettysburg and samples were made available for pick-up at the recent College Park, Maryland meeting.

Should you have questions about the fliers please contact Rick Blondo at (301) 713-6779 or write him at: National Archives at College Park, User Services Division (NNUC), 8601 Adelphi Road, Room 3360, College Park, MD 20750-6001, e-mail: rick.blondo@arch2.nara.gov

News Notes

The New York State Archives and the Archives Partnership Trust announce the availability of awards for qualified applicants to pursue research using the holdings of the New York State Archives. The Larry J. Hackman Research Residency Program is intended to support advanced work in New York State history, government, or public policy.

Applicants working on doctoral dissertations and those at the postdoctoral level are particularly encouraged to apply, but any proposal for advanced research will be considered. The topic or area of study must draw, at least in part, on the holdings of the New York State Archives. Preference will be given to projects that 1. have application to enduring public policy issues, particularly in New York State 2. rely on holdings that have been little used and are not available electronically or on microfilm, and 3. have a high probability of publication or other public dissemination. A total OF $15,000 will be available for research in 1997. Awards of $6000 will be made for in depth research over time and $1,500 for shorter research visits.

Applications must be received by September 30, 1996. Decisions will be made by December 13, 1996. Applications are available via gopher.sara.nysed.gov. They are also available via the World Wide Web at http://www.sara.nysed.gov or from Jill A. Rydberg Archives Partnership Trust, Cultural Educational Center Room 9C49, Albany NY 12230. Phone (518) 473-7091. Fax (518) 473-7058. E-Mail jrydberg@mail.nysed.gov

MARAC Finding Aids Award Committee Seeks Submissions

The MARAC Finding Aids Award Committee is seeking the submission of guides, inventories, and other finding aids for the 1996 competition. All guides must have been completed AND available to the public in the 1996 calendar year. The Committee is broadening its horizons to encourage more submissions and keep pace with new technologies. Web pages and other electronic formats will be accepted provided that the Committee has the appropriate software to view the submission.

All entries must be sent by January 15, 1997. Send two copies of each submission to: Cindy Bendroth, Pennsylvania State Archives, PO Box 1026, Harrisburg, PA 17108-1026. For further information please contact Cindy Bendroth at (717) 787-8953 or FAX (717) 787-4822.

People

Mame Warren has left the Maryland State Archives to move to Lexington, Virginia where she is coordinating a book for the celebrations of Washington and Lee University's upcoming 250th anniversary. Her E-Mail address is mwarren@wlu.edu.

★★★

Robin Emrich has been hired as the archivist for the Howard County, Maryland Historical Society.

★★★

Claire Prechtel-Kluskens has been elected Registrar of the National Genealogical Society. She will serve in this position for a two year term.

★★★

The Board of Regents of the University of the State of New York has appointed **V. Chapman-Smith** Assistant Commissioner for Archives and Records Administration in the State Education Department. Ms. Chapman-Smith will direct the New York State Archives and Records Administration which oversees records management activities and identifies, preserves, and makes available more than 100 million of the State's archival documents dating to the 1600s.

National & Regional News

NAGARA, the National Association of Government Archives and Records Administrators, will hold its annual meeting July 17-20, 1996 at the Sheraton City Centre in Washington DC. The theme of the meeting will be "Strategic Partnerships."

★★★

The Society of Florida Archivists (SFA) now has a World Wide Web site. The home page features general information about SFA, membership information, news of upcoming events, and access to related Florida archives and records management sites. Those with Netscape or similar web browsers can access them at http://www.fsu.edu~baltman/sfa.html

★★★

Noted anthropologist and Spelman College President Johnnetta B. Cole will set the stage for the Society of American Archivists 60th annual meeting by delivering a keynote address on workplace diversity at SAA's opening plenary session to be held at 9:00 am on Thursday, August 29 at the Sheraton Hotel & Marina in San Diego, California. The first African American woman to head this historically black college for women, Dr. Cole had led Spelman into the ranks of America's outstanding colleges.

The 1996 annual meeting marks the diamond jubilee anniversary of the Society of American Archivists promises to be a celebration of the growth and evolution of the archival profession.

To request a program for the SAA's 60th annual meeting, contact the SAA Membership Service offices at: (312) 922-0140 or e-mail: info@saa.mbs.compuserve.com.

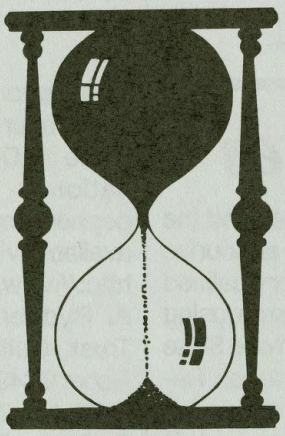
NHPRC Fellowships in Archival Administration: Apply to be Host Institution

For the 1997-98 year the National Historical Publications and Records Commission (NHPRC) is offering one fellowship in archival administration. The Commission is now accepting applications from archival repositories interested in serving as host institution for the fellow to be selected. Not-for-profit organizations and institutions, State and local government agencies, and Federally acknowledged or State-recognized Native American tribes or groups are eligible to apply. The position will focus on active, hands on experience in administration and management. The application receipt deadline is October 1, 1996.

The fellow's stipend is $25,000, with a benefit payment of $7,000. Host institutions also are given $1,500 to interview prospective applicants and to use for the selected fellow's professional travel during the fellowship year.

The host institution will be chosen by December 1, 1996. At that time, application forms for prospective *individual* fellows will be made available. Individual applications are due March 1, 1997. The fellow will be selected by the host institution from the pool of eligible applicants. The fellowship will begin in the late summer or early fall of 1997.

The Commission strongly encourages any interested archives to contact the Commission staff to discuss its application. Commission staff will work with prospective applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from the NHPRC, National Archives building (Archives I), Room 607, Washington, DC 20408. Host applications must be receive no later than October 1, 1996. For further information, contact Laurie A. Baty of the Commission staff at (202) 501-5610, or e-mail her at laurie.baty@arch1.nara.gov.



New Members of MARAC

Suzanne P. Adamko
University of Maryland

Matthew F. Ainsworth
no affiliation

Christine J. Becker
Jewish Historical Society of Central New Jersey

Beth Bisbano
Penn State - Harrisburg

Joyce L. Broussard
Dickinson College

Marianne Carden
Colonial Williamsburg Foundation

Joseph J. Casino
Philadelphia Archdiocesan Research Center

Sandra Finch-Nguyen
no affiliation

Gerald Gaidmore
no affiliation

Glenn Gardner
Library of Congress

Bonita Craft Grant
Rutgers University

Mark A. Greene
Minnesota Historical Society

Susan A. Koutsky
U.S. Marine Band Library

Karen E. Livsey
Fenton Historical Society

Sharon Maclean
Carnegie Mellon University

Gail McMillan
Virginia Tech

Jennifer L. Martinez
University of Maryland

Emily A. Murphy
Maryland State Archives

Joann Muscardin
no affiliation

Verne W. Newton
Franklin D. Roosevelt Library & Museum

Greta D. Ober
American Association of University Women

Mary June Owen
Catholic University

Ellen Rendle
Historical Society of Delaware

Teresa E. Roane
Valentine Museum

Allan C. Rough
University of Maryland

Sarah E. Sargent
Thomas Balch Library

Lela J. Sewell
Duquesne University

Greg Williams
New Jersey Historical Society

MARAC MEETINGS

Fall Meeting 1996
Wilmington, Delaware
November 7th - 9th

Spring Meeting 1997
Charlottesville, Virginia
May 1st-3rd

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

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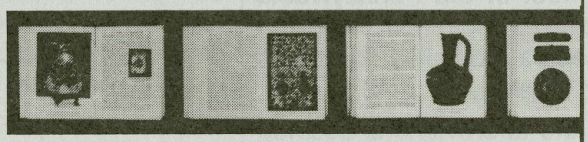

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Book Reviews

Correction

The Spring 1996 issue of the Mid-Atlantic Archivist published a book review of *PACSCL Photograph Directory: Eastern Pennsylvania, Southern New Jersey*. The reviewer, Gary D. Saretzky, noted several errors which did not appear in the original text and which changed his original meaning. The corrected segments of text are reprinted here in brackets and with apologies to Mr. Saretzky.

As expected, the major collections, such as those at Temple University, the Free Library of Philadelphia, the University of Pennsylvania, Princeton University, Rutgers University, and the Pennsylvania State Archives [are covered in the Guide. Only brief descriptions of most of the Pennsylvania State Archives] holdings are given since a separate detailed guide was published recently.

Some of the abbreviations seemed unnecessarily obtuse; for example, T[T] would have been easier to remember for Tintype than TN.

★★★

The Papers of Latino and Latin American Artists. Archives of American Art, Smithsonian Institution, 1996.

The Introduction by Liza Kirwin gives the context of the first effort to identify significant Latino and Latin American materials in the Archives of American Art and other depositories as well. This booklet of 105 entries is the combined effort of the Archives of American Art, the National Museum of American Art as well as various ongoing Latino collecting projects.

The booklet is handsome with reproductions of pieces of art from the collections and photographs sprinkled generously throughout. The front cover shows a watercolor by Emilio Sanchez (1946) while the back cover, also in color shows a January 1983 page of one of Alexander Aramburo Maldonado's paintings "The first execution of the Communists in Spain. Told to Alex by my father. The names were Padilla, Bravo and Maldonado."

Catalog identifications of collections are generally short. Birth and death dates of artists, critics and other interested individuals are given as appropriate. While most of the entries are for individuals, there are quite a few for galleries and associations noted as well. Entries note the types of materials involved, give the volume or size and list important correspondents. For Archives and American Art collections that have been microfilmed, reel and frame numbers are given. When collections are not microfilmed or are restricted, that information is given as well. A number of oral interviews are included many of them by the Archives of American Art. The name of the interviewer, the date and the number of pages in the typescript are given. The description for the interviews include topics and people mentioned in the interview. A thorough index of names and organizations is included. The Board of Trustees of the AAA and its regional offices are listed at the end of the work. A final note gives information for requesting microfilm and the availability of oral histories at the regional offices. The complete catalog of AAA holdings is available on the internet via telnet (siris.si.edu).

Mary Boccaccio
East Carolina University

★★★

Kopp, Leslie Hansen, ed. *Dance Archives: A practical manual for documenting and preserving the ephemeral art*. New York: Preserve, Inc., 1995.

Dance Archives: A practical manual for documenting and preserving the ephemeral art was published by Preserve, Inc., in 1995 as a guide for the dance community to conserve and preserve its own heritage, and in that basic mission it is successful. Edited by Leslie Hansen Kopp, the guide, priced at $25, is a practical and efficient tool in introducing the principles and practices of this important task to those who are not professionals. It is intended as a desk reference tool.

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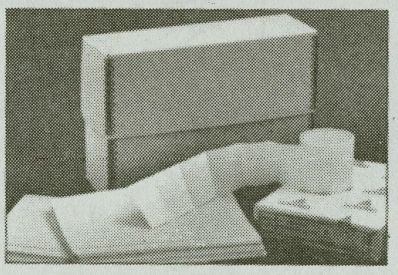

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Being an ephemeral art, dance is considered, "with little argument, the most difficult of the arts to document" and so this guide takes basic concepts used in performing arts archives in general and tailors them to the nuances of dance. Preserve, Inc. is, in fact, "a national center for archival documentation and preservation of the performing arts" and has operated as a non-profit organization since 1987 from two offices, serving the entire Untied States. Supported by many sources such as the Andrew W. Mellon Foundation, the National Endowment for the Arts, and the John F. Kennedy Center for the Performing Arts, it is a well respected and active center, offering workshops, seminars, publications, and consultants to those with preservation needs, and is therefore an appropriate and responsible source to produce this manual. No information is offered on the background of the editor, but the consistency and knowledge demonstrated in the text is reassuring.

The manual is 150 pages in length and presented in a three-ring binder which conveniently allows for the augmentation of the volume, either by the user or the publisher. This is comforting as the editor acknowledges that "a work such as this is never complete" and that updates and additions will be available in the future. Specifically it will be expanded to include information on choreographic notes and notations; costumes, sets, and designs; and cataloging standards. These will join the current contents discussed in chapters on getting started, preservation and storage, videotape and film, documents on paper, photographs, oral and video histories, an archival case study example, resource listings, a glossary, bibliography, and a newsletter *afterimages*.

The health and future of the dance community is affected by such factors as old age and AIDS, and Kopp presents this as a primary reason to support the efforts to maintain the story of dance. While it may be more complicated to document this living art form, the history is eventually put into forms that we can recognize and deal with such as paper documents like programs and playbills, news clippings, and posters; photographs; videos and films; and costumes for example, each of which is explained in the introduction as it relates to this discipline. It is for the dance community, again, that this guide is designed for, not archivists, and is written in an appropriate style and at a relevant level that one can deal with what materials they have. However, Kopp still definitely urges the utilization of a professional archival consultant. Also, she notes that "while there is some variation in the level and sophistication of dance documentation and preservation...five principal conclusions, applicable to the field at large, [have] emerge", and these are appropriately discussed to give the user a helpful perspective.

This manual, as a guide, is well organized in that it goes step by step through the process of documenting and preserving items. Surveying is explained, as is the importance of a mission statement to a program. At every stage, examples are ample and understandable and diagrams and sample forms are useful and practical. The guide is presented in a basic, uncluttered layout with fine illustrations and key words and portions of the text highlighted in a bold print that is perhaps too weak to distinguish it at a glance.

Preservation guidelines are laid out and different tactics in archival work are explained. Guidelines for environmental conditions are discussed and tools and methods are introduced, including in the area of actual physical restoration. However, the possible limitations of the reader are always in mind, as one of the highlighted phrases reminds the user that while this may be a good guide, "when in doubt, ask a professionally trained archivist, librarian, or conservator for advice or assistance." Such help is available in the resources chapter which lists sources that are specifically dance centered and those that are conservation and preservation in general. An extensive listing of these outside resources is helpful and it also makes available directories to dance collections throughout North America and electronic resources, such as World Wide Web sties or internet addresses.

The various formats available for the documentarian of the dance as previously listed are given chapters in which they are reviewed in terms of how to deal with them in your collection. They are also introduced (or reintroduced) in terms of their fundamental construction and physical characteristics. This may at first seem superfluous, especially in a less-technical manual, but upon consideration, the understanding of the properties of the items in your archive are necessary to realize why preservation is imperative in the first place, as well as to be aware of how and why they behave as they do.

The case study included is that of the Merce Cunningham Dance Company Archive and while perhaps interesting as the demonstration of a practical application of these archival principles, it offers no real enlightenment or relevant information that is not included elsewhere in the manual. The glossary is adequate, only four pages long, basic and concise as expected. The included bibliography is short as well, but covers all appropriate areas as distinguished by the guide. Almost all sources presented have been published within the last 15 years. *afterimages*, the newsletter of performing arts documentation and preservation is a handy inclusion from the point of view of the user, and even includes positive reviews and description of the manual itself, along with an order form, of course. Two other publications were also included in the binder which were *Beyond Memory* published by the Dance Heritage Coalition and an admitted abridgement of Dance *Archives*, and information on grant program from the National Initiative to Preserve American Dance.

Continued on P. 16

Book Review

Continued from P. 15

Dance Archives is a solid introductory guide to doing something that is not necessarily very easy, preserving dance. It is concise and easily read, applicable for dance companies concerned with preserving their institutional history and the art itself that has been created by the human body. The manual also recommends its utilization by individual collectors, which is certainly a possible consideration.

Andrew Medlar
RPO 9904, PO Box 5063
New Brunswick, NJ

★★★

Swartzburg, Susan, *Preserving Library Materials, A Manual*. 2nd ed. Metuchen, N.J., Scarecrow Press, 1995.

A new and updated edition of an original 1980 volume, Swartzburg has, in effect, a new publication. Growing out of her experience as a preservation specialist and with collection development, this volume explores various aspects of collection management and preservation offering practical guidelines throughout.

Several new chapters are included: one which deals with the use of a survey as a management tool; another on collection management; and a third on special materials such as archival materials, ephemera, newspapers, fine prints, maps and paintings. Reprography has become a chapter on reformatting with an emphasis on microfilm.

All of the chapters have been updated and lengthened and new problems and attitudes are noted as appropriate. Many have introductions which give a perspective to the following information. New activities, programs and projects are noted and described as are sources of information. Each chapter has a short selection of current readings while the bibliography at the end of the work follows the chapter formate and is both exhaustive and current. An expanded glossary is available and appendices are available for organizations and periodicals of pertinent interest. Early on in her introduction, Swartzburg notes that this is not a volume in which to learn repair techniques. Instead, it is a work which focuses on the aspects of preservation management and offers guidelines that will enable each collection develop their own plan. It is very new and current both in information and attitude and very useful to have available.

Mary Boccaccio
East Carolina University

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

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TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1996
October 1, 1995 - March 31 1996

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,986.00	$2,415.00			81%	$13,401.00	$15,872.00
Publications Sales	1,500.00	341.78	0			23%	341.78	1,547.18
Pub. Advertising	800.00	0	85.00			11%	85.00	817.00
Bank Interest	2,800.00	1,336.90	856.54			78%	2,193.44	3,256.91
Conferences	15,000.00	0	4,095.42			27%	4,095.42	26,916.74
Mailing List Sales	160.00	110.00	50.00			100%	160.00	270.00
Contributions	250.00	75.00	24.00			40%	99.00	265.00
Miscellaneous	0	170.00	7.00			177%	177.00	773.00
Total Revenue and Support	**$37,010.00**	**$13,019.68**	**$7,532.96**			**56%**	**$20,552.64**	**$49,717.83**
EXPENSES								
General	$1,700.00	$20.00	$600.00			36%	$620.00	$1,213.18
Administrator	4,312.00	517.91	0			12%	517.91	2,189.24
Treasurer	710.00	61.00	455.00			73%	516.00	479.40
Membership	1,500.00	69.81	260.85			22%	330.66	652.10
Committees	5,500.00	992.47	1,605.78			47%	2,598.25	2,879.59
Conference Advances	4,000.00	0	2,008.17			50%	2,008.17	4,100.00
Publications	12,700.00	2,525.00	2,299.00			38%	4,824.00	13,156.72
Awards	425.00	100.00	0			24%	100.00	475.00
MARAC Scholarship	4,386.98	370.10	0			8%	370.10	532.08
Grant Project Expenses	1,000.00	0	0			0%	0	837.96
Miscellaneous	50.00	0	0			0%	0	1,635.00
Total Expenses	**$36,283.98**	**$4,656.29**	**$7,228.80**			**33%**	**$11,885.09**	**$28,150.27**
NET INCOME or (NET LOSS)		**$8,363.39**	**$304.16**				**$8,667.55**	

SUMMARY

Opening Balance	$95,570.92
Income	7,532.96
Expenses	7,228.80
Closing Balance	**$95,875.08**

Cash Accounts

Checking Accts:	$4,573.10
Savings Accts:	24,196.19
Cert. of Dep:	67,105.79
Total	**$95,875.08**

Fund	Opening	Credits	Debits	Closing
Current	$57,862.90	$7,430.18	$7,228.809	$58,064.28
Endowment	7,708.02	102.78		7,810.80
Reserve	30,000.00			30,000.00
Total	**$95,570.92**	**$7,532.96**	**$7,228.80**	**$95,875.08**

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of May 2, 1996 in College Park, Maryland:

Steering Committee:

• approved the minutes of the 25 January 1996 Steering Committee meeting, with the following corrections:

*Gary Saretsky should be Gary Saretzky;

• passed a motion to empower Dick Williams to keep fifty dollars in a Wilmington checking account for two years in order to keep an account open for the next two Wilmington meetings;

• affirmed that the MARAC Administrator is authorized to sell the MARAC mailing list to vendors of archival supplies and services;

• passed a motion to ask the membership assembled at the Business Meeting to suspend the MARAC By-laws in order to accept the results of the election despite violations in the time period allowed for voting and to temporarily enlarge the Nominating Committee to four elected members in order to include the two individuals who tied for third place in the election if they both agree to serve;

• approved a resolution regarding the pending copyright legislation with one vote in opposition;

• approved a resolution in opposition to funding cuts for the New Jersey State Archives; and

• passed a motion to remove Mary-Elise Haug from the Steering Committee.

The Chair:

• reported the following appointments to committees:

*Lisa Mangiafico to the Membership Committee,

*Cindy Bendroth to the Finding Aids Award Committee

The Vice Chair reported:

• on past, current and future meetings:

* Profits from the Fall 1995 Wilmington meeting have been received and total $2352.56;

* Spring 1996, College Park, Maryland, May 2-4 - the fee charged for the reception had no effect on attendance, the meeting had 266 registrants and 10 walk-ins as of Thursday, all but three tours were canceled, and one workshop was canceled;

* Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00, parking included, Diane Windham Shaw and Leslie Simon, program co-chairs, Connie Cooper and Ellen Rendle, local arrangements co-chairs, meeting to include special focus sessions based on type of repository, subject issues and interest groups;

* Spring 1997, Charlottesville, Virginia, May 1-3 - venue: Charlottesville Omni, Ned Berkeley, program chair, Marsha Trimble, local arrangements chair, this meeting will include an extended Saturday session and a track on digital initiatives;

* Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00, including parking, possible joint meeting with the Mid-Atlantic Association of Museums, no program chair, Margaret Jerrido, local arrangements chair, Margaret is looking for a co-chair volunteer;

* No 1998 meetings currently planned, but West Point, Poughkeepsie, and Saratoga Springs, New York, State College, Pennsylvania, and Virginia Beach are being looked into;

* other possible sites for future meetings include Newark or Princeton, New Jersey, Bucks County, Pennsylvania, and West Virginia; and

* The joint MARAC/MAC meeting in 2000 is still under consideration and awaiting the results of the MARAC membership voting on possible sites.

• on other Meetings Coordinating Committee (MCC) issues:

* that the MCC will hold a special meeting in June to review amendments to the Meetings Handbook and will submit the revised handbook to the Steering Committee by the Fall Meeting and

* that the MARAC membership survey in regard to meeting-related issues has been mailed to all members, to be returned by May 30th and that the data will be distributed in a statistical report by June 30th.

Steering Committee also:

• received the second quarter report of the MARAC treasurer for fiscal year 1995/96 that the profit from the Wilmington meeting was $4095.42, that conference advances will need to increase because more money is being asked for up front, that the new Treasurer would be purchasing an updated software program, that the large expenditure in the treasurer's section is the payment to the tax preparer, and that the sum in the Education Committee's section is for the workshop roster mailing;

• received the report of the MARAC archivist that he has received a number of accessions and donations from "old timers," that he is gratified that a number of questions regarding precedents have been received, that he will be happy to take conference attendees to see the archives while they are in town, and that the revised finding aid to the MARAC archives will be placed on the MARAC Web site;

• received the report of the MARAC administrator that the membership is currently 1080, down from the last Steering Committee meeting because non-renewing members have been purged, that some caucus chairs have been sent lists of purged members, that Ben Primer had good results from a personal mailing he did to purged members, and that NAGARA has requested the MARAC mailing list and a swap will be arranged;

• received the report of the Nominations and Elections Committee that the following individuals had been elected: Rebecca Collier, Treasurer,

Patrice Brown, Secretary, Lynn Catanese, Delaware State Representative, Elizabeth Joffrion, D.C. Representative, Margaret Burri, Maryland State Representative, Lois Densky-Wolff, New Jersey State Representative, Prudence Backman, New York State Representative, George Hing, Pennsylvania State Representative, Linda Miller, Virginia State Representative, Fred Armstrong, West Virginia State Representative, Michelle Pacifico and Diane Vogt-O'Connor Custer Award Committee, and Mary Wolfskill (chair), Mary Mannix and the two individuals who received tie votes,

Nominations and Elections Committee, that the voting instructions on the ballot were not clear with regard to caucus voting, that a candidate's name was inadvertently left off the ballot, that the ballots were not mailed 60 days prior to the Spring Meeting, and that the two DC candidates have agreed to be co-representatives (with only one eligible to vote on the Steering Committee);

• received the report of the Education Committee that two scholarships were awarded for the Spring 1996 meeting to: Leslie Fields, New York, New York, and Katherine Perry, Chapel Hill, North Carolina, that one Leonard Rapport Scholarship to the Modern Archives Institute has been awarded to Kurt G.F. Helrich of Arlington, Virginia, that a subcommittee has drafted criteria for the selection of scholarship recipients, that the Committee has begun to mail scholarship announcements to new MARAC members, that the MARAC membership was mailed an application for the workshop roster in March but that only a handful of the forms have been returned, and that Frank Burke will be leaving the Committee in preparation for his retirement;

• received the report of the Membership Development Committee that the Committee has sent out thirty-six welcome Letters and asks all Steering Committee members to attend the New Member Orientation on Friday morning;

• received the report of the Custer Award Committee that as no members had shown up for the meeting the Committee will submit a report at the summer meeting;

• received the report of the Outreach Committee that the two brochures produced by the Committee were available on disk and can be customized by individual repositories, that a technical leaflet is being planned regarding Archives Week, that the Committee recommends that Service Awards be given to Jon Williams and David Anderson but that there had been no nominations for the Distinguished Member Award, that the dates set for this year's Archives Week are October 13-19, that an article on the outreach brochures and a list of possible activities for Archives Week will be published in the MAA along with dates for the next five years of the regional Archives Week, that a session on how to do public events has been proposed for the next Wilmington meeting, and that the Committee has created four possible designs for the Archives Week poster from which the Steering Committee selected one;

• received the report of the Finding Aids Award Committee that the winners of the 1995 Finding Aids Awards are: First Place—Hodges, F. Holly, compiler, *Guide to African-American Manuscripts in the Collection of the Virginia Historical Society*, Virginia Historical Society, Richmond, 1995, Second Place--Farneth, David, John Andrus and Dave Stein, *A Guide to the Weill-Lenya Research Center*, Kurt Weill Foundation for Music, Inc., New York City, 1995, and Third Place (tie)--Turner, Kristen, D., *A Guide to Materials on Women in the United Methodist Church Archives*, Madison, New Jersey, UM Church, General Commission on Archives and History, 1995, and Fisher, Daniel M., Jr., *Town of Hempstead Archives Repository Guide*, Hempstead, New York, 1995, that four members are cycling off the Committee and will need to be replaced, that the town of Hempstead, New York, has refused the monetary award for their finding aid and would like to donate the money to the MARAC scholarship fund, that the Committee recommends that future committees consider a broader range of finding aids, including computerized databases, finding aids on CD-ROM, in-house unpublished finding aids, and finding aids on websites, and that the committee's guidelines in the MARAC manual be modified accordingly;

• received the report of the Publications Committee that the MARAC website is ready to be loaded on to the University of Maryland server as soon as the Steering Committee approves it, that in the future the Publications Committee will need to have one position dedicated to be editor of the site, that the deadlines for the MAA will now be strictly enforced, and that the new MAA editor needs copy for the next issue to be submitted by June 1, and that 123 technical leaflets have been sold since the Wilmington meeting;

• received the report of the MARAC Liaison to the National Coordinating Committee for the Promotion of History (NCCPH) that she attended the committee meeting at the Organization of American Historians conference and spoke about the funding situation in New Jersey, that there was some discussion of the copyright legislation but that the Committee is having difficulty agreeing on a position, and that there had been a problem with NCCPH remaining a part of the American Historical Association because it would make AHA a lobbying group under recent legislation, so NCCPH is now independent and Page Miller is a registered lobbyist;

• received the report of the Strategic Planning Committee that there was some delay in the production of the final report, but that it is now in the hands of the Committee and a new draft will go out to the Steering Committee in June or July; and

• received the chair's report that the Regional Technical Assistance Program (RTAP) Committee will be meeting in a couple of weeks.

BUSINESS MEETING MINUTES

MARAC Business Meeting Minutes, College Park, Maryland, MAY 4, 1996

Fynnette Eaton, MARAC chair, called the meeting to order at 8:45 a.m.

1. Acknowledgment of Outgoing Steering Committee members - Fynnette Eaton

Fynnette acknowledged the service of the following outgoing Steering Committee members: Leonora Gidlund, New York Representative, Eileen Parris, Virginia Representative, Ben Primer, New Jersey Representative, Rod Ross, DC Representative, and Terri Snyder, Pennsylvania Representative. She thanked them all for their excellent service to the organization. There was a round of applause for the outgoing members. Fynnette then recognized the two outgoing officers, Jim Byers, Treasurer (four years), and Janet Linde, Secretary (five years), and expressed her regret at losing their "institutional memory."

2. The minutes of the Business Meeting of 11 November 1995 in Wilmington, Delaware, were approved as published in the Mid- Atlantic Archivist, v. 25, no. 1, Winter, 1996.

3. **Chair's Report - Fynnette Eaton**

Fynnette reported on highlights of the Steering Committee meeting of 2 May and on other topics:

a. The following committee appointments were announced: Cindy Bendroth to the Finding Aids Award Committee and Lisa Mangiafico to the Membership Development Committee.

b. Reported that MARAC now has an official seal for use in ratifying documents.

c. Reported that the draft Strategic Plan has been completed and distributed to the Strategic Plan Committee for comment. The Report will be presented to the Steering Committee at the summer meeting.

4. **Vice Chair's Report - Fynnette Eaton for Jackie Esposito**

a. The following dates, committee chairs, locations, and other details for current and future meetings were announced: The profit from the Wilmington meeting was $2352.56; Spring 1996, May 2-4, College Park, Maryland, College Park, Maryland, 314 registrants as of Saturday morning, the Local Arrangements Committee regrets that the withdrawal of a corporate sponsor necessitated the $7.00 fee for the reception; Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00, parking included, Diane Windham Shaw and Leslie Simon, program co-chairs, Connie Cooper and Ellen Rendle, local arrangements co-chairs, meeting to include special focus sessions based on type of repository, subject issues and interest groups; Spring 1997, May 1-3, Charlottesville, Virginia, Ned Berkeley, program chair, Marsha Trimble, local arrangements chair this meeting will include an extended Saturday session and a track on digital initiatives; Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00, including parking, possible joint meeting with the Mid-Atlantic Association of Museums, no program chair, Margaret Jerrido and Carol Ann Harris, local arrangements co-chairs; no 1998 meetings currently York, State College, Pennsylvania, and Virginia Beach are being looked into; other possible sites for future meetings include Newark or Princeton, New Jersey, Bucks County, Pennsylvania, and West Virginia; and the joint MARAC/MAC meeting in 2000 is still under consideration and awaiting the results of the MARAC membership voting on possible sites.

b. Fynnette (for Jackie) also informed the attendees that a member survey is being conducted regarding meeting-related issues, including sites for the MARAC/MAC meeting, and that the meetings handbook is undergoing revisions.

5. **Treasurer's Report - Jim Byers**

Jim reviewed some of the highlights of the Treasurer's Report for the second quarter of FY 1995-96, which had been distributed to the meeting attendees, including the fact that the profit from the Wilmington meeting was $4095.42, that conference advances will need to increase because more money is being asked for up front, that the large expenditure in the treasurer's section is the payment to the tax preparer, and that the sum in the Education Committee's section is for the workshop roster mailing.

6. **Nominations and Elections Committee Report - Fynnette Eaton for Marilyn Pettit**

Fynnette expressed Marilyn's regret at not being able to attend the meeting due to family illness. Fynnette then reviewed for the membership the problems that occurred in the election, including that the voting instructions on the ballot were not clear with regard to caucus voting, that a candidate's name was inadvertently left off the ballot, and that the ballots were not mailed 60 days prior to the Spring Meeting in violation of the bylaws. Fynnette then reviewed actions taken to address the various problems by the Nominations and Elections Committee and by the officers, including that a formal letter of apology is being sent to the candidate whose name was left off the ballot. She then asked the membership assembled to vote on two motions to suspend the bylaws, one in order to accept the results of the election and the other in order to temporarily add one member to the Nominations and Elections Committee in order that two individuals who received a tie vote could both serve. Both motions were passed unanimously. Fynnette then announced the winning candidates: Rebecca Collier, Treasurer, Patrice Brown, Secretary, Lynn Catanese,

Delaware State Representative, Elizabeth Joffrion, D.C. Representative, Margaret Burri, Maryland State Representative, Lois Densky-Wolff, New Jersey State Representative, Prudence Backman, New York State Representative, George Hing, Pennsylvania State Representative, Linda Miller, Virginia State Representative, Fred Armstrong, West Virginia State Representative, Michelle Pacifico and Diane Vogt-O'Connor Custer Award Committee, and Mary Wolfskill (chair), Mary Mannix and the two individuals who received tie votes, Nominations and Elections Committee.

7. **Publications Committee Report - Sue Hamburger**

Sue reported on the development of the MARAC site on the World Wide Web, soon to be installed on the server at the University of Maryland and opened to the public.

8. **Finding Aids Award - Linda Ries**

Linda announced that the winning finding aids will be on display at the MARAC publications table. She then announced the following prizes: First Place--Hodges, F. Holly, compiler, *Guide to African-American Manuscripts in the Collection of the Virginia Historical Society*, Virginia Historical Society, Richmond, 1995, Second Place--Farneth, David, John Andrus and Dave Stein, *A Guide to the Weill-Lenya Research Center*, Kurt Weill Foundation for Music, Inc., New York City, 1995, and Third Place (tie)--Turner, Kristen, D., *A Guide to materials on Women in the United Methodist Church Archives*, Madison, New Jersey, UM Church, General Commission on Archives and History, 1995, and Fisher, Daniel M., Jr., *Town of Hempstead Archives Repository Guide*, Hempstead, New York, 1995. Holly Hodges announced that Waverly Winfree had first conceived of the idea for the VHS finding aid and that the award money will be contributed to his memorial fund. Linda announced that the town of Hempstead, New York, has refused the monetary award for their finding aid and would like to donate the money to the MARAC scholarship fund.

9. **Service Awards - Maxine Lurie**

Maxine announced the following awards: to Jon Williams for long service in the Delaware Caucus and for taking over local arrangements for the 1995 Wilmington meeting and to David Anderson for his five years of service as editor of the Mid-Atlantic Archivist.

10. **Introduction of Scholarship Winners - Eileen Parris**

Eileen, as chair of the Education Committee, introduced the two winners of MARAC scholarships to attend this meeting: Leslie Fields, New York, New York, and Katherine Perry, Chapel Hill, North Carolina. She also announced that one Leonard Rapport Scholarship to attend the Modern Archives Institute has been awarded to Kurt G.F. Helrich of Arlington, Virginia.

11. **Program Committee Report - College Park - Jim Stimpert**

Jim thanked his co-chair, Phil Albert, and all the members of the Program Committee: Edmund Berkeley, Jr., Margaret Burri, Brenda Galloway-Wright, Susan McElrath, Mary Mannix, Andy Potter, and Ben Primer.

12. **Local Arrangements Committee Report - College Park - Yvonne Carignan**

Yvonne thanked her co-chair, Matthew Gilmore, and all the members of the Local Arrangements Committee: Becky Collier, Treasurer, Beth Alvarez, George Arnold, Amy Begg, Lauren Brown, Jim Cassedy, Laura Drake, Karen Fishman, Janice Goldblum, Jennie Diaz-Guilbaud, Sandy Johnson, Janet Kennelly, Doug McElrath, Gloria Orr, Marilyn Pettit, Mary Ronan, Helen Rutt, and Janice Wiggins.

13. **Wilmington Preview - Tim Murray**

A slide show depicting sites both current and historical of the once and future site of the MARAC Fall 1996 Meeting was given.

14. The following resolution expressing MARAC's concern over the threatened 25% cut in the 1997 budget of the New Jersey Division of Archives and Records Management was passed unanimously:

Continued on P. 22

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Business Meeting Minutes

Continued from P. 21

Whereas the Division of Archives and Records Management is vested with the legal responsibility to oversee the secure and efficient management of the public archives and records of all state and local government agencies in New Jersey, and

Whereas the Division fulfills its statutory mission by operating:

1) the State Archives, the official repository and research center for the permanent records of New Jersey's colonial and state governments, spanning more than 330 years of history

2) a comprehensive program for the systematic management of current public records statewide

3) the state's centralized facility for controlled storage of inactive public records, and

4) the state's centralized facility for micrographics production and image-processing services involving public records, and technical staff to monitor statewide compliance with production quality standards, and

Whereas the State of New Jersey has committed more then $15 million towards the relocation of the State Archives to improved, permanent quarters in a renovated facility within two years, and

Whereas the State of New Jersey has recently enacted legislation broadening the mandate of the Division to include establishing standards for electronic and image-processing technologies used in maintaining public records, and

Whereas the Governor of New Jersey has proposed a 25 percent ($303,000) cut in the Division's appropriation for Fiscal Year 1997, whose immediate and long-term consequences will be to:

1) imperil the State Archives' ability to relocate to its planned new facilities, and to manage in the future vastly increased holdings, enlarged research rooms, and a new exhibition hall

2) reduce drastically the Archives' public access hours and mail reference services

3) obstruct the research of thousands of genealogists nationwide, if the Archives' reference services are curtailed, and new guides to genealogical records cannot be produced or published

4) undermine the scholarly study and teaching of New Jersey history statewide, as students and scholars experience increased difficulty in obtaining access to Archives' sources

5) terminate needed conservation treatment of the Archives' precious manuscripts and preservation microfilming of official state records

6) curtail historical records appraisal and acquisition by the Division, denying future researchers access to state and local government records that cannot be transferred to the State Archives

7) eliminate the Division's essential records management consulting services to state and local government agencies, leading to inefficient and chaotic administration of public records

8) compromise the Division's ability to promote the proper employment and standards compliance of new technologies for managing public records, such as electronic document imaging, and

Whereas the Task Force on New Jersey History, recently created by the Governor and the Legislature to develop recommendations and a strategic plan for improving New Jersey's historical agencies and the management of the state's historical resources, has urged the Governor not to cut the appropriations of several state historical agencies including the Division of Archives and Records Management, until the Task Force has had a chance to study these agencies and render its report, and

Whereas the Mid-Atlantic Regional Archives Conference, a 1,200-member association of professional archivists and historical records administrators dedicated to the preservation of the nation's documentary heritage and promotion of interest in public history, finds that the proposed cut in appropriation to the New Jersey Division of Archives and Records Management will have a grave impact on its ability to discharge its legal functions, and will place the public archives and records of New Jersey in extreme jeopardy,

Now, therefore, be it resolved by the Steering Committee of the Mid-Atlantic Regional Archives Conference to call upon the Governor and the Legislature of the State of New Jersey to restore the full appropriation and funding of the Division of Archives and Records Management in Fiscal Year 1997.

15. The following resolution expressing MARAC's concern over the pending copyright legislation was passed unanimously:

Honorable:

The Mid-Atlantic Regional Archives Conference (MARAC) is one of the largest regional archival organizations in the United States, encompassing the states of New York, New Jersey, Pennsylvania, Virginia, Maryland, Delaware, West Virginia and the District of Columbia with over 1050 members. One of its primary goals is to support institutions holding and managing archival records and primary source documents. In this role, it must promote reasonable protection of two doctrines of copyright legislation: fair use and extension of copyright protection for materials created prior to 1978 but not published.

Current legislative initiatives being considered by the House and Senate Judiciary Committees recommend the extension of copyright protection for unpublished material from December 31, 2002, to December 31, 2012. MARAC opposes this extension due to the restrictive provisions requiring locating heirs and permission grantees. This stricture severely limits public access to the bulk of America's historical heritage. Digital conversion projects, World Wide Web initiatives, and other technological opportunities

focused on providing access to this rich primary resources would be hampered and possibly ended completely.

Provisions within the National Information Infrastructure Copyright Protection Act (S.1284 and H.2441), another piece of legislation currently before the Judiciary Committee, gravely threatens the precepts and constructs of "fair use" as it is interpreted in educational institutions such as archives and libraries. MARAC believes that a proper balance between upholding and protecting the commercial interests of copyright holders and protecting public interests is crucial. The current legislation emphasizes financial rewards of copyright over the need for accessibility and public use. Fair use as it is currently interpreted balances the rights of copyright owners and the needs of users within educational environments. Recent court decisions have supported the delivery mechanisms currently available and in use as appropriate structures for satisfying both copyright protection and educational use requirements. This balance should not be lost in the enthusiastic attempts to protect commercial concerns within the "information highway."

MARAC advocates the following:

1) Do not extend copyright protection beyond its current limit December 31, 2002.

2) Maintain "Fair Use" protection in the language and intent of the National Information Infrastructure Copyright Protection Act (S.1284 and H.2441).

MARAC is prepared to provide additional supporting documentation and archival experts to testify on behalf of both issues. Please consider these legislative changes carefully and cautiously; the impact on the documentary heritage of the United States is potentially monumental.

Sincerely

MARAC Steering Committee

16. Catherine Keim read the following resolution which had been written by Tim Corlis, Catherine Keim, Adele Lerner, Janet Linde, Karl Niederer, and Peter Wosh:

Whereas, the Local Arrangements Committee has provided directions for College Park that lead to Alexandria, Virginia and

Whereas, Holiday Inn has determined four stories a tower makes and

Whereas, there were hundreds of darlings in the halls, leaving footprints on the walls. (We were very much appalled.) and

Whereas, offers went across the nation to Maryland for relocation. (Seven days the sweethearts vex, waiting for those refund checks.) and

Whereas, seven dollars paid the fare, Archives II, we got there. (A lovely reception met our favor, no thanks to the guys from Space Saver.)

NARA staff got their wish; Archives II is quite a dish.

College Park, it was a lark.

2-4-2-0, Hospitality, way to go!

which was approved unanimously.

17. Leslie Simon read the following resolutions which had been written by committee:

Whereas, Jim and Phil gave us a thrill with sessions choreographed, but not photographed;

We digitized, memorized, & fantasized about ectomorphs, mesomorphs & George Bush in the nude;

A pile of shredded photographs and alumni who came unglued.

And

Whereas, we went cybersurfing into the next century on a digitized wave,

with kiddies in the archives and genies who won't behave.

And

Whereas, from this we learned to cure the hybridized, disintegrated Maytag repairman blues enticing new patrons with graffiti and tattoos; protecting democracy through archival wars, and a vision of the future from the governor

Therefore, now be it resolved that since AMC is no longer MARC,

We bid farewell to College Park.

which was approved unanimously.

18. The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Janet R. Linde
MARAC Secretary

Preservation News

The Rochester Institute of Technology's Training and Professional Development Division is offering a week long seminar August 17-22, 1996 entitled *Preserving Photographs in a Digital World*. The lectures and workshops will concentrate on what materials are typically found in photo collections, how they deteriorate, how to store and protect them, and how preservation fits in with other collection activities. The program fee is $1,050. For more information contact the Rochester Institute of Technology, TPD Registration 66 Lomb Memorial Drive Rochester NY 14623-5604. Phone 1-800-724-2536. FAX 716-475-7000.

★★★

The Pennsylvania Preservation Advisory Committee announces the publication of a landmark document for Pennsylvania. Titles "*Our Common Wealth: Preserving Pennsylvania's Documentary Heritage*," it outlines critical preservation goals for the books, records, manuscripts, maps, letters, and photographs found in the public and private collections in the state. Pennsylvania now joins fifteen other states that are striving to provide active stewardship for assets worth millions of dollars. The broader goal is to guarantee continuing access to these materials for all citizens by ensuring their preservation. Copies of the plan my be obtained from the Division of Archival and Records Management Services, Pennsylvania Historical and Museum Commission, P.O. Box 1026, Harrisburg, PA 17108-1026.

Diana Shenk
W313 Pattee Library
Penn State University
University Park, PA 16802

TIME VALUE MAIL

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: Richard E. Wood, Archival Projects Branch (NNTA-S), National Archives at College Park, 8601 Adelphi Rd., College Park, MD 20740-6001, Tel. (301) 713-7159, Fax (301) 713-6908, Electronic Mail: dick.wood@arch2.nara.gov. Deadlines are the first of March, June, September and December.

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